

How to Review, Return for Edit, Certify and Submit a Filing

My Plan Administration Account (My PAA)

Last Updated: April 19, 2025



Route, Review, Return for Edit, Certify and Submit a Filing

- Filing Certification and Approval Process

- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to the PBGC.
 - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
 - Payment Preparer: They can submit ACH payment information through My PAA or select that the payment is being made outside of My PAA.
 - Plan Admin/Plan Admin Rep: They will review the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
 - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan's account.

- Flow of Certification and Approval Process



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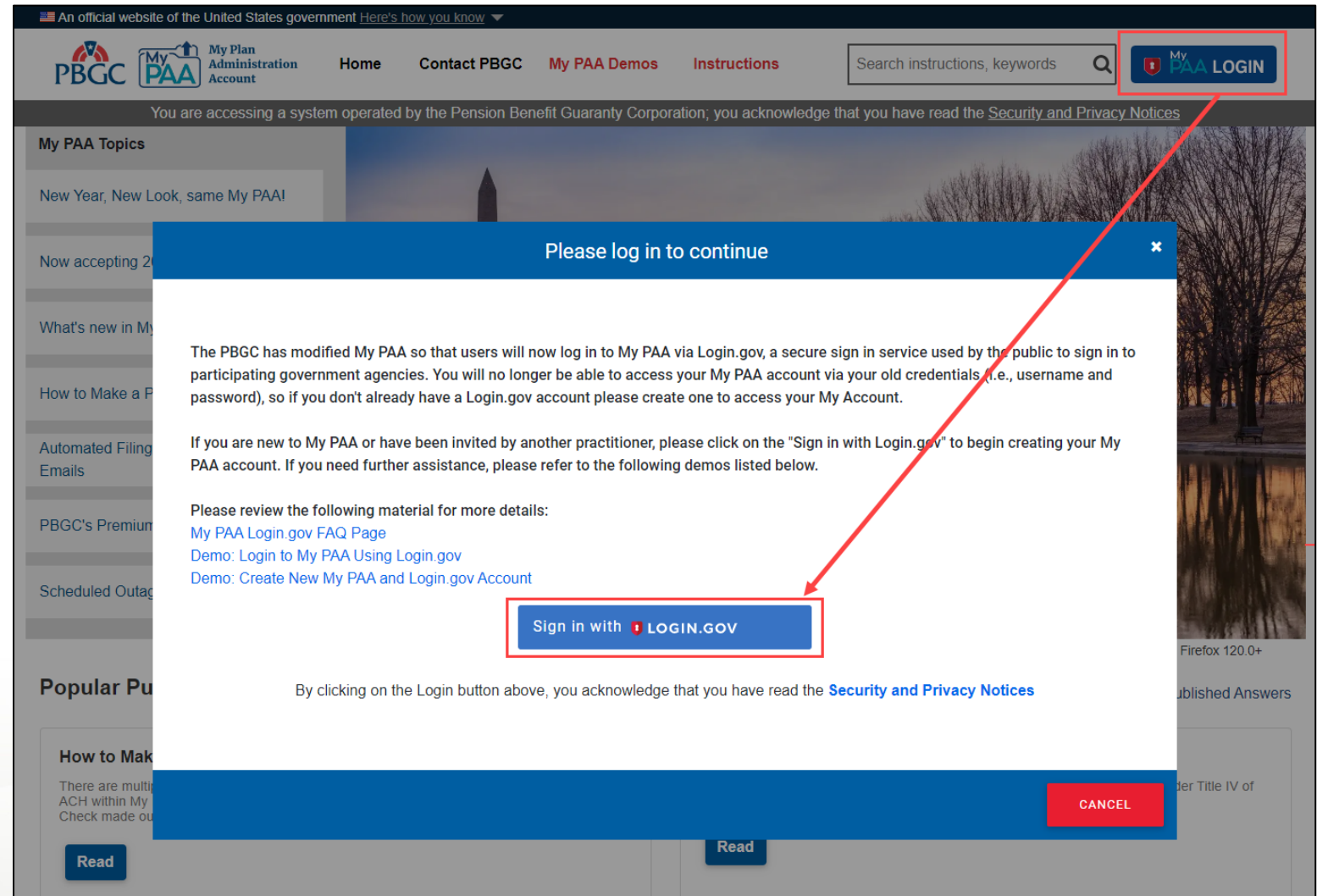
Step-by-Step Instructions

PBGC

Route, Review, Return for Edit, Certify and Submit a Filing

Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.



Route, Review, Return for Edit, Certify and Submit a Filing

Plan List Page

- Once you have logged in, click on the “Plan List” button from the Home Page.
- From the Plan List Page, click on the Plan Name you would like to route, review, return for edit, certify and/or submit a filing for.
 - You can also click on the “Latest Filing ID” link if that is the filing you wish to perform an action on. Then it will redirect you to the Filing Details Page.

Plans in your My PAA Account

The below list consists of all of your Plans. You can use the Create New Filing column buttons to create new filings based on your Role. You can use the Latest Filing Status column buttons to complete the next step for each Filing based on your Role(s). Use the Links in the Filing ID and Plan Name columns to see its corresponding details page.

Filter by Latest Filing Status

Show 10 entries

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
	2420303	131311313	121	MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	07/26/2024	539331		Draft
	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/05/2024	500753	01/01/2022	Submitted
	2420311	898989898	898	PRACTITIONER REMOVED FROM ANOTHER PLAN	11/01/2023	506658	01/01/2023	Draft

Showing 1 to 3 of 3 entries

First 1 Last

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Route a Filing in “Draft” Status

Plan Details Page

- After you have selected the appropriate plan, review all the associated filing(s) in the Premium Filings section.
- Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- It is important to note that you may only route, return for edit, certify, and/or submit a filing that is not in “Submitted” status.
 - Please ensure you also have the appropriate role(s) to proceed with the corresponding action. See the “[How to Manage Roles](#)” Published Answer for further details.

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PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan List](#)
Plan Details Page

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE Plan ID: 2420303 Plan Status: Active EIN: 131311313 PN: 121 Effective Date: 04/24/2021 Plan Sponsor: No Value

Create Filing Submit Request Manage Roles Payment Voucher Submit Payment
View Request Status View Correspondence Account History

Premium Filings Team Members Admin/Contact Details My PAA Payment Summary

Premium Filings
The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show 10 entries Search:

Filing ID	PYC	Submit Date	Status	Action	View PDF
553395	01/04/2020	11/20/2024	Submitted	Amend	Filing Receipt
553363	01/04/2020	11/07/2024	Submitted	Amend	Filing Receipt
553362	01/04/2020	11/07/2024	Submitted	Amend	Filing Receipt
553361	03/05/2025		Draft	Filing Details	Filing Receipt
553240	01/04/2020	11/01/2024	Submitted	Amend	Filing Receipt
553237	09/26/2024	11/01/2024	Submitted	Amend	Filing Receipt

Route a Filing in “Draft” Status

Route as Filing Preparer

- Upon completion of the draft filing, you will have to select the checkbox to certify the information on the filing is accurate, and that you wish to proceed with the filing certifications.
- A list of filing team members with roles that correspond with the next filing status will appear.
 - Filings with variable-rate premium (VRP) information will display associated Actuaries
 - Filings without VRP information will display associated Payment Preparers.
 - Filings without VRP information or Premium Amount due will display associated Plan Administrators and Plan Administrators Reps, and you can select/deselect members
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 10/18/2021 03:37 PM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- IV. Review and Summary
- Filing Details Review**

Filing Details Review

Please review the Filing Summary information below.

Filing SummaryFiling Receipt

If you have completed the preparation of this filing, please select the checkbox below. You will then be presented with a list of filing team members, based on their roles, who can be notified of the next action for this filing. After you have confirmed any notifications, select the "Proceed to Certifications" button. Once you proceed, any changes to filing data can be made via the "Edit Draft" button from the Filing Details page.

If any draft filing changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and return at a later time to complete this draft filing, select "Exit".

The Summary Information for this filing is the following:

- Plan Name: Test Plan
- EIN/PN: Unknown / Unknown
- Filing ID: 503745
- PYC 01/01/2023

☒ I understand that by selecting this checkbox, I am indicating to PBGC that I have prepared this filing accurately and completely and that I am electing to proceed to filing certifications.

Next Filing Status After Proceeding to Certifications: Pending Actuary Approval

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article ["Disable Automated Filing Status Emails"](#).

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

BackProceed to Certifications

Return to Beginning of FilingExit

This section will appear once the checkbox is selected, and the list will correspond with the next filing action

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Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in the section of the filing is accurate.
- From the Filing Details Page, for a filing in “Pending Actuary Approval” status, click on the “CERTIFY / RETURN FOR EDIT” button.
 - Please ensure you have the Actuary role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.

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[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: PENDING ACTUARY APPROVAL

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 04/30/2024 03:17 PM EDT	First Last Name 04/30/2024 03:17 PM EDT Edit Draft	Certify / Return for Edit			

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505203	01/01/2020	\$ 75,945.00	___

This premium filing is currently in **PENDING ACTUARY APPROVAL** status.
As the Actuary, select the **CERTIFY / RETURN FOR EDIT** button to certify the filing or return to Draft status for filing edits.
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note that this action will revert the filing's status back to Draft status.
If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Route a Filing in “Draft” Status

Route as Filing Preparer (cont.)

- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

Next Filing Status After Proceeding to Certifications: Pending Actuary Approval

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article ["Disable Automated Filing Status Emails"](#).

Notify?	First Name	Last Name	Email Address
<input type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Filing Preparer Edit Draft

Edit Draft

- As long as the filing has not been submitted to PBGC, on the Plan Details Page, any filing team member with the Filing Preparer role can edit the data on the Comprehensive Premium Filing by clicking the orange “EDIT DRAFT” button.
- It is important to note that once the filing returns to “Draft” status, any previous certifications or payment information provided will need to be completed again prior to submission.
 - For more information and step-by-step guidance, please view the [“How to Edit/Delete a Filing”](#) demo.

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[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: DRAFT

Draft Started
First Last Name
04/26/2024 12:33 PM EDT

☒ Edit Draft

Draft Completion

Actuary Certification

Administrator Certification

Filing Submission to PBGC

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505201	05/01/2021	\$ 0.00	__/__/

This premium filing is currently in **DRAFT** status.
As the Filing Preparer, select the **EDIT DRAFT** button to continue preparing this filing.
If you do not want to proceed with this filing, select the **CANCEL FILING** button to remove it from My PAA.
To request the Filing Preparer role, please see instructions on [How to Manage Roles](#).

Filing Attachments

+ Add Attachment

Filing Summary

Filing Receipt

Payment Voucher

Cancel Filing

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- After clicking on the “CERTIFY / RETURN FOR EDIT” button, the VRP details, as entered on the Comprehensive Premium Filing, will appear in a pop-up window.
 - If the Actuary finds the VRP data is incorrect and must be returned to the Filing Preparer for edits, then click on the “RETURN FOR EDIT” (continue to slide 13 for more details).
 - If the Actuary considers the information to be correct, click on the blue “CERTIFY” button (continue to slide 14 for more details).

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PBGC MyPAA

You are accessing a system

[Return to Plan Details](#)

Filing Details Page

Plan Name:
MY PAA 2.0 PROD CUT

Filing Progress:

Draft Started

GISELA FRANQUI
04/21/2025 01:23 PM EDT

Filing Details

Filing ID
554680

This premium filing is
As the Actuary, select
As the Filing Preparer
status back to Draft s
Don't have the correct

Filing Attachments

Actuary Review

Instructions

Please review the Variable Rate Premium (VRP) data reported for this drafted Comprehensive Premium Filing (CPF).

If all data is correct, you may select the certify button and proceed with the filing submission process.

Otherwise, if any data must be corrected, select the "Return for Edit" button to make any necessary updates.

VRP Details

VRP Cap Qualification:	No
UVB Valuation Date:	01/01/2023
Premium Funding Target is an Estimate:	No
Premium Funding Target Method:	Standard
Segment Rates:	
1 st Segment:	2.03%
2 nd Segment:	3.06%
3 rd Segment:	3.59%
Premium Funding Target:	\$ 107,378,199
Market Value of Assets:	\$ 109,275,712
Unfunded Vested Benefits:	\$ 0
Variable-rate Premium:	\$ 0

[Draft Filing Preview](#)

[Certify](#) [Return for Edit](#)

[Cancel](#)

Create New / Add Existing Plan Plan List In-Process Filings Upload or Import Filings View Upload History

Route, Review, Return for Edit, Certify and Submit a Filing

Return for Edit as Enrolled Actuary

- If the Actuary wants to return the filing back to the Filing Preparer for updates, they will click on the red “RETURN FOR EDIT” button, and then a Return for Reason text field will appear.
- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the blue “SAVE DECISION” button.
- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.
- If you selected the “RETURN FOR EDIT” button by mistake and you want to certify the filing, simply unselect the “RETURN FOR EDIT” button and you will be able to select the “CERTIFY” button.

The screenshot displays the 'Actuary Review' interface on the PBGC website. The left sidebar shows the 'Filing Details' for 'MY PAA 2.0 PROD CL' with a 'Draft Started' status on 04/21/2025. The main content area is titled 'Actuary Review' and includes instructions to review Variable Rate Premium (VRP) data. A table of 'VRP Details' is shown, including VRP Cap Qualification, UVB Valuation Date, Premium Funding Target, and Segment Rates. At the bottom, there are two buttons: 'Certify' and 'Return for Edit'. The 'Return for Edit' button is highlighted with a red box. Below it, a 'Return Reason Description' text field is visible, with a red arrow pointing to it from the 'Return for Edit' button. At the bottom right, a 'Save Decision' button is also highlighted with a red box.

VRP Details	
VRP Cap Qualification:	No
UVB Valuation Date:	01/01/2023
Premium Funding Target is an Estimate:	No
Premium Funding Target Method:	Standard
Segment Rates:	
1 st Segment:	2.03%
2 nd Segment:	3.06%
3 rd Segment:	3.59%
Premium Funding Target:	\$ 107,378,199
Market Value of Assets:	\$ 109,275,712
Unfunded Vested Benefits:	\$ 0
Variable-rate Premium:	\$ 0

Route, Review, Return for Edit, Certify and Submit a Filing

Certify as Enrolled Actuary

- If the Actuary wants to certify the filing they will click on the “CERTIFY” button, and then additional fields will appear.
- All additional fields are required to continue with the Actuary certification:
 - Enrollment Number
 - Firm Name
 - Secret Answer to the Secret Question
 - The Certification Statement checkbox must be selected.

An official website of the PBGC

You are accessing a s

[Return to Plan Details](#)

Filing Details Page

Plan Name: MY PAA 2.0 PROD CL

Filing Progress:

Draft Started

GISELA FRANQUI
04/21/2025 01:23 PM ED

Filing Details

Filing ID
554680

This premium filing
As the Actuary, sele
As the Filing Prepare
status back to Draft
Don't have the corre

Filing Attache

Create New / Add Existing

Certify

[Return for Edit](#)

Certify

Actuary Name: GISELA FRANQUI

Enrollment Number: Enrollment Number is required.

Firm Name: Firm Name is required.

To complete the Actuary approval of this filing, you must:

1. Select the checkbox below to indicate that you have read and agree with the displayed certification statement,
2. Enter your Secret Answer (*Case Sensitive*), and
3. Click the "Save Decision" button.

"I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices."

☐ I have read and agree with the Certification statement, above
Please check the certify checkbox before proceeding

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your pet's name?

Next Filing Status after Actuary Certification: Pending Admin Approval

Notify Plan Administrator / Rep to Certify Filing & Submit

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	ABDUL MANAN	manan.abdul@pbgc.gov
<input checked="" type="checkbox"/>	AARON CLARK	actest082024@gmail.com
<input checked="" type="checkbox"/>	MARJORIE LIM	lim.marjorie@pbgc.gov.invalid
<input checked="" type="checkbox"/>	Jane Doe	jane.doe.smith@pbgc.gov.invalid

Route, Review, Return for Edit, Certify and Submit a Filing

Route as Enrolled Actuary

- Below the certify section, a list of filing team members with roles that correspond with the next filing status will appear.
 - Filings with a Premium Amount due will display associated Payment Preparers.
 - Filings without a Premium Amount due will display associated Plan Administrators and Plan Administrators Reps.
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without a checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the ["Disable Automated Filing Status Emails"](#) Published Answer.

Next Filing Status after Actuary Certification: Pending Admin Approval

Notify Plan Administrator / Rep to Certify Filing & Submit

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	PBGC Test	franqui-atiles.gisela@pbgc.gov
<input type="checkbox"/>	Team Member	51394@mask.pbgc.gov.invalid

[Save Decision](#)

[Cancel](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Route as Enrolled Actuary

- Once the Certify section has been completed, and the appropriate filing team members have been selected for notification, then you will click on the “SAVE DECISION” button.
- The filing’s status will be updated to either “Pending Payment Info” or “Pending Admin Approval” depending on filing information.

Certify

Actuary Name: GISELA FRANQUI

Enrollment Number: 12-7

Firm Name: Te

To complete the Actuary approval of this filing, you must:

1. Select the checkbox below to indicate that you have read and agree with the displayed certification statement,

2. Enter your Secret Answer (*Case Sensitive*), and

3. Click the "Save Decision" button.

"I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices."

☒ I have read and agree with the Certification statement, above

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your pet's name?

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Next Filing Status after Actuary Certification: Pending Admin Approval

Notify Plan Administrator / Rep to Certify Filing & Submit

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	PBGC Test	franqui-atiles.gisela@pbgc.gov
	Team Member	51394@mask.pbgc.gov.invalid

Save Decision

Cancel

Route, Review, Return for Edit, Certify and Submit a Filing

Select Payment Method

- If there is a premium amount due, a Payment Preparer must select the appropriate payment method before proceeding with the Plan Admin certification and submission of the filing.
- From the Filing Details Page, for a filing in “Pending Payment Info” status, click on the “SELECT PAYMENT OPTION” button.
 - Please ensure you have the Payment Preparer role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.
 - For step-by-step instruction and guidance on how to submit a premium payment please view the [“How To Submit a Payment to PBGC”](#) demo.

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New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
Gisela Franqui 04/26/2024 08:57 AM EDT	Gisela Franqui 04/26/2024 09:43 AM EDT Edit Draft	Gisela Franqui 04/26/2024 02:01 PM EDT	Select Payment Option		

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	__/__/__

This premium filing is currently in **PENDING PAYMENT INFO** status. A payment option must be selected to proceed. As the Payment Preparer, select the **SELECT PAYMENT OPTION** button to indicate a payment option for this filing, including choosing to pay outside of My PAA. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed. If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

Filing Attachments [+ Add Attachment](#)

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Route Filing as Payment Preparer Select Pay Outside Method

- After you select “Pay Outside My PAA” and click the “Next” button, a list of Plan Administrators (PA) and Plan Administrator Reps will appear.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon clicking the “Submit” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

Submit a Payment
Published 06/02/2020 10:29 AM | Updated 04/27/2021 04:07 PM

Select Payment Option ✓ | Payment Summary

Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2023
Test Plan - 123456789 / 001

Confirm Payment Premium Information

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, identify who you would like to notify of the next required action for this filing and then click the "Submit" button to finalize your selection.

Payment Option: Pay Outside My PAA

Since you are choosing not to submit an ACH payment via My PAA and are choosing to make a payment outside of My PAA (via Pay.gov, paper check, or EFT), please read our full external premium payment instructions [here](#).

Next Filing Status After Submitting Payment Information: Pending Admin Approval

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a grayed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

[Back](#) [Submit](#)

[Exit](#)

Contact Us
[? Contact PBGC](#)
[Give Feedback](#)

Recently Viewed

Route, Review, Return for Edit, Certify and Submit a Filing

Route Filing as Payment Preparer Select Pay Within Method

- After you select “Pay Within My PAA,” enter the payment information and click the “Next” button, the payment summary page will appear, and a list of Plan Administrators (PA) and Plan Administrator Reps will show at the bottom of the page.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon entering the Secret Answer to your Secret Question and clicking the “Authorize Payment” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

The screenshot shows the PBGC My PAA interface. At the top, there are navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. The main section displays payment information for a filing. Below this, a table lists team members to notify, with checkboxes for selection. The 'Secret Answer' field is highlighted with a red box, and the 'Authorize Payment' button is also highlighted with a red box.

payment information.

Payment Option: Pay Within My PAA

Flat Rate Premium: \$576.00

Variable Rate Premium: \$0.00

Premium Credit: \$0.00

Premium Amount Due: \$576.00

Payment Amount: \$576.00

Method Selected: Automated Clearing House (ACH)

Routing Number: 065000090

Account Number: *****23

Account Type: Checking

Account Holder Name: Jenny Johnson

Bank Name: CAPITAL ONE, NATIONAL ASSOCIATION

Next Filing Status After Submitting Payment Information: Pending Admin Approval

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [“Disable Automated Filing Status Emails”](#).

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

As an added security precaution, enter below the answer to your Secret Question:

I understand that under the Government Paperwork Elimination Act (“GPEA”) (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your mother's maiden name?

Secret Answer:

Note: The secret answer is case sensitive.

[Back](#) [Exit](#) [Authorize Payment](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- Once the filing has been certified by the Actuary (if there is Variable-rate Premium data entered in the filing), and a payment option has been selected by the Payment Preparer (if there is a premium amount due), then the filing can be certified or returned for edit by the Plan Admin/Plan Admin Rep.
- To ensure you can complete this action, confirm the filing status is “Pending Admin Approval” on the Filing Details Page.
- Click on the orange “CERTIFY / RETURN FOR EDIT” button to proceed.
 - Please ensure you have the Plan Admin/Plan Admin Rep role for this plan to proceed with certifying or returning the filing for edits. See the “[How to Manage Roles](#)” Published Answer for further details

An official website of the United States government [Here's how you know](#)

PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: PENDING ADMIN APPROVAL

Draft Started
Gisela Franqui
04/26/2024 08:57 AM EDT

Draft Completion
Gisela Franqui
04/26/2024 09:43 AM EDT
[Edit Draft](#)

Actuary Certification
Gisela Franqui
04/26/2024 02:01 PM EDT

Payment Option Selection
Gisela Franqui
04/26/2024 02:02 PM EDT

Certify / Return for Edit

Administrator Certification

Filing Submission to PBGC

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	---

Payment Option
Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status.
As the Plan Administrator or Representative select the **CERTIFY / RETURN FOR EDIT** button to certify and submit the filing; or to return the filing to Draft or Payment status for edits.
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing.
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed, including payment details, if applicable.
If you do not currently have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- After the Plan Admin/Plan Admin rep has reviewed the filing and payment details, you must proceed by either certifying the filing or returning the filing for edits.
 - If the Plan Admin/Plan Admin rep finds the filing and payment incorrect, then it will be returned to either the Filing Preparer or Payment Preparer for edits, by clicking on the red “RETURN FOR EDIT” (continue to slide 20 for more details).
 - If the Plan Admin/Plan Admin Rep finds the filing and payment information to be correct, click on the green “CERTIFY” button (continue to slide 21 for more details).
- If the Plan Admin Rep is certifying or returning the filing for edit, then they will need to enter the Plan Admin details before proceeding:
 - Plan Admin Name (individual, not the entity or TPA)
 - Email Address
 - Phone Number and extension (if applicable)
 - Secret Answer to the Secret Question
 - Select the Certification Statement

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The screenshot shows the 'Plan Admin Rep Review' form on the PBGC website. The form is divided into several sections: 'Instructions', 'Plan Administrator Details', 'Payment Info', and 'Draft Filing Preview'. The 'Plan Administrator Details' section is highlighted with a red box and contains the following fields: 'Plan Administrator Name' (Joe Doe), 'Email' (12-7), 'Phone Number' ((777) 777-7777), and 'Ext' (123). The 'Payment Info' section displays a table of premium information: Flat-rate Premium (\$2,020.00), Variable-rate Premium (\$13,720.00), Total Premium (\$15,740.00), and Premium Credit (\$0.00). Below this, it shows the Payment Option Selected (Pay Outside My PAA), Amount Due (\$15,740.00), and Amount Paid (\$0.00). At the bottom of the form, there are two buttons: 'Certify' (orange) and 'Return for Edit' (blue). A 'Cancel' button is also visible in the bottom right corner of the form area.

Payment Info	
Flat-rate Premium:	\$ 2,020.00
Variable-rate Premium:	\$ 13,720.00
Total Premium:	\$ 15,740.00
Premium Credit:	\$ 0.00
Payment Option Selected: Pay Outside My PAA	
Amount Due:	\$ 15,740.00
Amount Paid:	\$ 0.00

Route, Review, Return for Edit, Certify and Submit a Filing

Return for Edit as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep decides to return the filing, a reason and description are required before proceeding.
 - If the edit is due to an issue with the Filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
 - If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- It is important to note that the filing status will not be updated until the Plan Admin/Plan Admin Rep clicks on the “SAVE DECISION” button.

The screenshot displays the 'Plan Admin Rep Review' interface. On the left sidebar, the 'Draft Started' status is shown for 'GISELA FRANQUI' on '04/21/2025 01:23 PM'. The main content area includes sections for 'Plan Administrator Details', 'Payment Info', and 'Draft Filing Preview'. The 'Return for Edit' button is highlighted with a red box. Below it, the 'Return Reason' section shows radio buttons for 'Filing' and 'Payment', and a text area for the 'Return Reason Description'. The 'Save Decision' button at the bottom is also highlighted with a red box.

Plan Admin Rep Review

[Instructions](#)

Plan Administrator Details

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name:
Joe Doe

Email:
12-7

Phone Number: (777) 777-7777 **Ext:** 123

Payment Info

Flat-rate Premium:	\$ 2,020.00
Variable-rate Premium:	\$ 13,720.00
Total Premium:	\$ 15,740.00
Premium Credit:	\$ 0.00

Payment Option Selected: Pay Outside My PAA

Amount Due: \$ 15,740.00

Amount Paid: \$ 0.00

[Draft Filing Preview](#)

[Certify](#) [Return for Edit](#)

Return for Edit

Return Reason: ☐ Filing ☐ Payment

Return Reason Description:
Please explain what data must be corrected...

[Save Decision](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Certify and Submit Filing as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep confirms that the filing and payment information are accurate, then they will click on the green “CERTIFY” button to proceed.
- The Plan Admin/Plan Admin Rep will need to enter their Secret Answer to the Secret Question, as well as selecting the checkbox for the Certification Statement prior to clicking the green “SUBMIT FILING” button.

Certify

[Certify](#) [Return for Edit](#)

To complete the certification of this filing, you must:

1. Select the checkbox below to indicate that you have read and agree with the displayed certification statement,
2. Enter your Secret Answer (Case Sensitive), and
3. Click the "Submit Filing" button.

"I certify under penalty of perjury, to the best of my knowledge and belief, that the individual whose name is included in the Plan Administrator Certification section of this filing has signed the Plan Administrator Certification, in ink, on a paper copy of a "printable form" that (1) shows the data contained in this filing and (2) was generated by My PAA or approved private-sector software, for retention in the plan records for six years after the premium due date."

☐ I have read and agree with the Certification statement, above

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your pet's name?

Secret Answer (Case Sensitive)

[Submit Filing](#)

[Cancel](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Filing Submitted

- Once the approve section has been completed, click on the green “SUBMIT FILING” button to formally submit the filing to the PBGC for processing.
- You will be redirected to the Filing Details Page and the filing will be updated to “Submitted.” status, and no further action (pertaining to this filing) is required from the plan in My PAA at this time.
- The following three actions will always be available to filing team members throughout the filing process:
 - Filing Summary: review the data on the filing
 - Filing Receipt: filing data will be generated in the formal Comprehensive Premium Filing form in PDF document format.
 - Payment Voucher: PDF voucher will generate (this is to be used for “Outside” payments).

The screenshot displays the 'Filing Details Page' on the PBGC My PAA system. At the top, there's a navigation bar with links like 'Home', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. Below this, a red banner provides a notice about the system's redesign. The main content area includes a 'Return to Plan Details' link and a 'Filing Details Page' header. A table lists filing information: Plan Name (MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN), Plan ID (2420303), Plan Status (Active), EIN (131311313), PN (121), Effective Date (04/24/2021), and Plan Sponsor (test). A 'Filing Task History' timeline shows steps from 'Draft Started' to 'Filing Submission to PBGC', with the final step highlighted. Below the timeline, the 'Filing Details' section shows Filing ID 505199, PYC 01/01/2020, Amount Due \$ 75,945.00, and Submitted Date 04/26/2024 02:19 PM EDT. A 'Payment Option' of 'Outside My PAA' is also listed. A note states that the premium filing has been submitted for processing and provides instructions on how to review the data. On the right side, three buttons are visible: 'Filing Summary', 'Filing Receipt', and 'Payment Voucher', all of which are highlighted with a red rectangular box. At the bottom, there is a section for 'Filing Attachments'.

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Task History

Task	User	Date
Draft Started	Gisela Franqui	04/26/2024 08:57 AM EDT
Draft Completion	Gisela Franqui	04/26/2024 09:43 AM EDT
Actuary Certification	Gisela Franqui	04/26/2024 02:01 PM EDT
Payment Option Selection	Gisela Franqui	04/26/2024 02:02 PM EDT
Administrator Certification	Gisela Franqui	04/26/2024 02:19 PM EDT
Filing Submission to PBGC	Gisela Franqui	04/26/2024 02:19 PM EDT

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	04/26/2024 02:19 PM EDT

Payment Option
Outside My PAA

This premium filing has been submitted to the PBGC for processing. To review all of the submitted data for this filing, please select the **FILING SUMMARY** button.
Note: You can verify if this payment has posted to the plan's account by viewing the Account History link from the Plan Details page.

Filing Attachments

Available Actions:

- Filing Summary
- Filing Receipt
- Payment Voucher

Route, Review, Return for Edit, Certify and Submit a Filing

Filing Submitted (cont.)

- All filing team members will be able to confirm the submission of the filing on the Plan Details Page.
- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after the filing is submitted via My PAA, and the filing status will be updated accordingly:
 - Submitted/ Pending Processing: Filing is pending PBGC processing, check back later for official status.
 - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
 - Submitted/Filing Errors: Possible errors have been found and an official letter will be sent to the Plan Contact. This letter will be viewable on the "View Correspondence" page of My PAA.
 - Submitted/Deleted: The submitted filing has been replaced by an amended filing or deleted from the plan's account by PBGC.

An official website of the United States government [Here's how you know](#)

PBGC My PAA My Plan Administration Account [Home](#) [Contact PBGC](#) [My PAA Demos](#) [Instructions](#)

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[Return to Plan List](#)
Plan Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	2420303	Active	131311313	121	04/24/2021	No Value

[Create Filing](#) [Submit Request](#) [Manage Roles](#) [Payment Voucher](#) [Submit Payment](#)

[View Request Status](#) [View Correspondence](#) [Account History](#)

[Premium Filings](#) [Team Members](#) [Admin/Contact Details](#) [My PAA Payment Summary](#)

Premium Filings

The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show entries

Filing ID	PYC	Submit Date	Status	Action	View PDF
505199	01/04/2020	11/20/2024	Submitted	Amend	Filing Receipt
552262	01/04/2020	11/07/2024	Submitted	Amend	Filing Receipt